

U.S. Embassy
686 Old Bagamoyo Road
Dar Es Salaam, Tanzania

24 November, 2015.

REQUEST FOR QUOTATION **PR 4898397 TRASH COLLECTION.**

Dear Vendor,

The Embassy of the United States of America invites you to submit your quotation for the services shown below in a Scope of work.

A Site visit will be held at U.S Embassy Dar es salaam, Chang'ombe Warehouse and other Residences on Tuesday 08, December, 2015 at 10:00am. For access, please send your name via an e mail at least two days ahead of time to tungulim@state.gov.

Your quotation must be submitted by **1100 hours local time on Tuesday 15 December, 2015.**

If you send a paper quotation (on which our PR 4898397 is clearly stated), it must be in a sealed envelope marked as follow.

GSO-U.S EMBASSY CONTRACTING OFFICER
Quotation Enclosed
PR 4898397 Trash Contract,
686 Old Bagamoyo Road Msasani,
Dar es salaam, Tanzania.

The electronic address for submission is darprocurementbid@state.gov.

- On the e-mail subject line, state that the submission is for **PR 4898397 Trash Contract.**
- On your attached quotation, state that the quotation is for **PR 4898397 Trash Contract.**

The US Government intends to purchase the lowest priced technically acceptable product or service.

All vendors receiving awards over \$25,000 must be registered in the System for Award Management (SAM). When submitting your bids, write your SAM Registration information directly and clearly on your quotation.

We encourage all vendors which may bid either on this solicitation or in the future to start now and complete the SAM registration process. Registration will make the award process move much more smoothly and quickly. The registration process is not difficult, provided all instructions are followed carefully. Please see our Embassy Contract Opportunities web page for details or call us if you have questions

Any questions regarding this Request for Quotation must be directed to the Contracting Officer +255-22-229-4121 during office hours.

Sincerely,

The Contracting Officer

**Statement of Work
For
Garbage Collection Services for Residences, Chang'ombe Warehouse and Offices at
U.S. Embassy Dar es Salaam, Tanzania.**

1. PROJECT DESCRIPTION

1.1 The U.S. Embassy in Dar es Salaam requires garbage collection services for all residences (approximately 116) throughout Msasani , Ada Estate, Chang'ombe Warehouse and U.S. Embassy office facilities.

1.2 The main point-of-contact is the Embassy Contracting Officer.

2. SCOPE OF WORK

2.1 Within 10 days of signing the contract, the Contractor shall provide to the Contracting Officer all managerial, administrative, and direct labor personnel that are necessary to accomplish services.

2.2 Contractor employees shall be at residences, warehouse, and office facilities for contractual duties and not for other business purposes.

2.3 Contractor shall perform garbage collection services at all designated properties.

2.4 Contractor shall remove all debris, including but not limited to pruned tree branches, empty boxes, construction debris, etc. from residences and office facilities, in addition to removal of garbage in trash cans.

2.5 Contractor shall perform garbage collection services at least one-time per week from each residence; daily from office facilities; and one-time per week from Chang'ombe Warehouse.

2.6 Contractor shall respond to special garbage collection requests within 24 hours and shall perform requested garbage collection expeditiously.

2.7 Contractor shall ensure timely collection of all refuse and all garbage shall not be littered around locations and properties during collection.

2.8 Contractor shall supply at minimum 9 new polythene trash bags per month for each residence. The bags must be 44 gallon trash bags to fit the trash cans.

3. GENERAL REQUIREMENTS

3.1 The Work shall be executed in a diligent and workmanlike manner in accordance with the negotiated fixed-price and this scope of work.

3.2 The Contractor shall comply with all statutory regulations pertaining to garbage collection as directed by the Municipal Council

3.3 The Contractor shall prepare general instructions for the work force. The Contractor shall provide drafts to the Contracting Officer's Representative (COR) for review within thirty days after contract award. The COR must approve these general instructions before issuance of Notice to Proceed.

3.4 The Contractor shall be responsible for conducting services in a manner that ensures the safety of occupants and visitors to the property, as well as the Contractor's employees.

4. RESPONSIBILITIES & MANAGEMENT

4.1 Point of Contact. The Contracting Officer's Representative (COR) at the Embassy is the Contractor's main point of contact for garbage collection services. The Contractor shall report to the COR on (a) status of services, (b) accidents and safety issues; (c) operational and maintenance issues; and any other important information pertaining to the services.

4.2 Workforce. The Contractor shall provide all managerial, administrative, and direct labor personnel needed to accomplish the garbage collection services.

4.3 Subcontractors. Contractor shall be responsible for the conduct and workmanship of Subcontractors, and for Subcontractors' compliance with the terms of this Statement of Work. The Contractor is responsible for the behavior and workmanship of Subcontractors while on the property.

4.4 Record Keeping. The Contractor shall maintain accurate records relating to garbage collection services including: establishment of staff work schedules; material or equipment purchases; records of accidents resulting in death or injury; damage or theft or loss of property. The Contractor shall keep records of all monetary charges related to the garbage collection services.

4.5 The Contractor shall not incur any costs beyond those described in this SOW unless directed otherwise *in writing* by the Contracting Officer. Any work performed by the Contractor beyond this SOW without written direction from the Contracting Officer will be at the Contractor's own risk and at no cost to the Embassy.

4.6 At any time during the garbage collection services, the Contracting Officer reserves the right to *Stop Work* for protection of employees or visitors, security, or any other reason at his/her discretion.

5. PAYMENTS

5.1 Fixed-Price Proposal. The Contractor shall provide one fixed-priced Proposal for the complete Project that includes every aspect of the Work.

5.2 Partial Payments. As the Contractor performs the garbage collection services, the last day of each month the Contractor will present an Invoice with the itemized line items for services rendered during the month. Every Invoice presented will be reviewed by the COR, who will verify the line items invoiced, and will sign on "Services Received", for the subsequent Contracting Officer's review and signature for "Approval for Payment" on the Invoice.

5.3 Payments. Payment shall be made in TSH with VAT on a monthly basis for services rendered during the month. Embassy will need the original TRA fiscal receipt for claiming.

5.4 Invoices. The Contractor shall submit one copy of all invoices with supporting documents to the Contracting Officer. To ensure prompt payment, all vendors should submit invoices with banking information to darfovouch@state.gov.

Or

Submit your hardcopy of invoice to:

American Embassy

Attention: Invoice Examiner

Budget and Fiscal Office

P.O. Box 9123

DAR ES SALAAM

For any coordination with the GSO Contracting Officer by Telephone call: +255-22-229-4121; or by email, send emails to: DarProcurementBid@state.gov